



Town of Arlington, Massachusetts
730 Massachusetts Ave., Arlington, MA 02476
Phone: 781-316-3000

webmaster@town.arlington.ma.us

Library Trustee Minutes 03/10/2009

Robbins Library Board of Trustees
Minutes
March 10, 2009

Call to Order

The meeting was called to order at 7:27 PM. Attending were trustees Heather Calvin, Katherine Fennelly, Kathryn Gandek-Tighe, Brigid Kennedy-Pfister and Frank Murphy. Also attending was the library director, Maryellen Loud. Barbara Muldoon and Joyce Radochia were absent.

Approval of Minutes

Revision to minutes of February 10, 2009. Minutes were approved with revision.

Communication

A thank you note from Marianne Uttam, the former children's librarian, was read.

Community Time

No members of the community were in attendance.

Director's Report

The board reviewed the February Director's Report. Ms. Loud reported on recent problems with theft in the Library and measures being taken by the Library and the police. Mr. Murphy suggested further review of possible measures to be taken.

Ms. Calvin inquired on the status of potential rental of the unused space in the Fox Library. Inquiries have been made, but there are complications due to building codes.

Update on FY2009 and 2010 Budget

Ms. Loud will be meeting with the Town Manager about continued changes to the 2009 budget. Ms. Loud met with the Finance Committee liaisons to discuss the details of the proposed 2010 budget.

Due to budget freezes, staffing has not been adequate to meet the demand at the Reference Desk, Children's Room and Fox; a storytime in the Children's Room was cancelled due to illness. Further possible cuts were discussed and the potential availability of state waivers.

Consultant for Long Range Plan

The proposal from NELINET to facilitate focus groups and provide strategic planning services was reviewed. Ms. Calvin made a motion to approve up to \$5,500 for the services and planning retreat. Ms. Kennedy-Pfister seconded. The motion passed unanimously.

Additional Signage

After reviewing the new signage, Ms. Loud proposed adding a select few additional signs to eliminate remaining confusion. Mr. Murphy moved that the Trustees allocate \$1,885.61 pending identification of the appropriate trust fund. Ms. Kennedy-Pfister seconded. The motion passed unanimously.

Fundraising

Ms. Fennelly and Mr. Murphy shared with the Trustees information they gathered at a Massachusetts Board of Libraries workshop. Ms. Loud, Ms. Fennelly, Ms. Calvin and Mrs. Gandek-Tighe met to discuss moving forward with a strategic plan to accelerate and coordinate fundraising for the Library. The structure and timeline for a committee to create the strategic plan was determined and will be organized in the coming month.

John Gearin, President of the Friends of the Robbins, suggested the Trustees and the Friends combine to have a table in the Lobby during the Sunday of National Library Week to recruit memberships to the Friends and to support Sunday fundraising.

Plans for the Sunday fundraising were discussed and suggestions made.

Trust Fund Policy

Ms. Fennelly discussed conversations she and Mr. Murphy had with potential investment advisors for the town. The discussions steered Ms. Fennelly toward a less rigid Trust Fund Policy for the Trustees of the Library. The 1982 Trust Fund Policy was handed out as a possible model for the Trustees to continue to use.

Art Acquisition Policy

Ms. Fennelly presented a draft of an Art Collection Policy for the Robbins Library. The Trustees will review the draft and respond next month with revisions and suggestions.

Robbins Print and Art Fund

The Trustees discussed the current state of the collection. Ms. Loud will look into an appraisal of the print collection to be paid for by the Robbins Art Fund.

Author Program

Hallie Ephron recently spoke about her new book.

Friends of the Library Update

Upcoming programs run by the Friends of the Robbins were reviewed.

Annual Report for the Public

Ms. Loud requested input on the format of the Annual Report from the Trustees.

Other

Ms. Fennelly reported for Ms. Radochia on the progress of the Peg Spengler Memorial. .

Ms. Loud requested on behalf of Nancy Gentile that ten additional hours be funded from the Robbins Art Fund for the Print Assistant. Mr. Murphy moved an expenditure of \$100. Ms. Kennedy-Pfister seconded. The motion passed unanimously.

The date of the next meeting is April 14.

Adjournment

The meeting adjourned at 9:40 PM.